

# **FAMILY HANDBOOK**

**The Childcare Center at TC3  
170 North Street  
Dryden, NY 13045  
(607) 844-8222 Ext. 4477**

Updated 8/22/2024





## PHILOSOPHY

The Childcare Center at TC3, strives to achieve a homelike environment, and environment that is characterized by pleasant conversation, spontaneous laughter, and exclamations of excitement. Staff members assist children to be comfortable, relaxed, and involved in play or other activities.

Each staff member is responsible for interaction between children and staff that provides opportunities for children to develop an understanding of them and others. Interactions will be characterized by warmth, personal respect for individuality, positive support, and responsiveness. All staff is responsible for facilitating interactions among children to provide opportunities for development of social skills and intellectual growth.

The developmentally-appropriate behavior management techniques utilized provide children with opportunities to develop self-control. The center has developed, consistently implements, and communicates positive guidelines to all staff and parents. These guidelines and appropriate limits offer children protection, provide opportunities for problem solving, and foster growth of internal controls. Techniques include but are not limited to:

- Redirecting the child(ren) to an alternative activity.

- Anticipating potential problems to minimize conflict.

- Giving positive reinforcement and encouragement rather than competition, comparison, or criticism.

- Encouraging children to talk about their experiences, ideas, and feelings.

- Listening to each other with attention and respect.

- Fostering cooperation and other pro-social behaviors among children.

- Designing classroom environments to minimize the need for discipline. These environments allow children opportunities to work individually, together in small groups, or in a larger group.

## ADMISSION PRIORITIES

The c

Weekly tuition is due on the Friday before the week of service. There will be

**Ch**







appropriate language and word order. Children in the program that are exposed to other verbal toddlers often develop stronger communication skills. Added activities, such as center wide sing-a-longs, story times (with open invitations to help read along from memory), and finger plays, help promote language development.

### Enhancing ***cognitive development***

varies and is met differently. Activities are introduced and carried out with teacher guidance. Subjects such as colors, numbers, letters, and animals are introduced and incorporated in to planning themes. Children are encouraged to ask questions. Teachers prompt responses and creative curriculum planning engage children in the excitement of learning.

## **PRESCHOOL PROGRAM**

Our goal for the preschool room is to provide the children with a nurturing, safe and healthy environment where each child can grow and develop at their own rate by providing the freedom to learn, explore and experiment.

The Preschool staff will be flexible and have an understanding of individual needs. The staff will continually strive to encourage the uniqueness of the individual while also developing the child's ability to become a member of a group.

Activities, stories and music should conscientiously teach diversity, cultural awareness and sensitivity to the needs of all groups. Encouragement will be given to the teaching of mutual respect among teachers and children.

The curriculum encompasses many areas such as art, science, math, dramatic play and manipulative play, which will enhance small muscle and eye-hand coordination. Also included are developmentally appropriate games, language arts, music and play on large equipment to enhance large muscle development, and large and small group activities. The children will learn about themselves and their environment through play activities focused at learning Centers throughout the room.

The emphasis in the preschool program is to allow the three to five year olds enough choices in their environment to learn freely and to succeed through play. The staff will develop age-appropriate daily plans. The daily schedule will be consistent and predictable but flexible, with constant evaluation and adjustment. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is a multicultural one.

The Preschool rooms are set up with learning centers. The centers and developmental goals for each area are listed below:

### **Block Center**

The block area contains building materials such as wooden blocks and Legos. This area encourages creativity by allowing children to take apart, fill and empty, sort and stack, assemble, design, measure and build various structures. It also promotes language, math, fine motor, and coordination skills.

### **Carpet Area**

This area provides opportunities for large group activities, such as sharing, talking about the calendar, discussing weather themes, and for listening to stories. Depending on the activity, it encourages musical expression, talking, listening, cognitive, motor, or other skills.



When the center is in operation an adequate number of qualified staff must be on duty to ensure the health and safety of the children in care. The center will provide adequate staff supervision which meets the requirements of the NYS Department of Child and Family Services.

The center will provide adequate coverage for an absent staff member. Center staffing will be shifted to provide children with familiar adults for continuity of care.

**Mandated Reporters of Child Abuse**

All employees are trained as Mandated Reporters of Child Abuse and Maltreatment. They are

The center is approved to have work study students during both the fall and spring semesters. Students interested in a placement with the center are interviewed by the director. As with all other employees, all work study students and interns are subject to a criminal and child abuse background check and must submit proof of a medical examination. Any student that is provided with direct access to the children enrolled are given strict instructions about the confidentiality policy and are under direct supervision of a center employee.

## **STAFF/CHILD RATIOS**

Minimum Staff/Child Ratios Based on Group Size

AGES	GROUP SIZE*							
	8	10	12	14	16	18	20	21
6wk 18 months	1:4	X	X	X	X	X	X	X
18 36 months	1:5	1:5	1:4	X	X	X	X	X
3 years	1:7	1:7	1:7	1:7	1:6	1:6	X	X
4 years	1:8	1:8	1:8	1:8	1:8	1:7	1:7	1:7

(\* ) This term refers to the number of children cared for together as a unit. Group size is used to determine the minimum staff/child ratio based upon age of the children in means this group is not permitted.

Children will be supervised at all times. Teachers position themselves to see as many children at one time. Toddlers are supervised by sight and sound even when sleeping. Older children, who use the bathroom independently, may be supervised primarily by sound for brief periods of time.

### **Door Access**

Each family will be issued 1 key fob at the cost of \$10. Any additional key fobs will be at a cost of \$10. All key fobs must be returned at the end of the c fobs will be a \$50 fee per key fob. Only those individuals who are authorized to be in the center have access to the building. The front doors are locked. Access is gained through the use of a key fob security system.

Please be considerate of the safety of all children in the center and refrain from sharing your fobs with others. The security system is in place for the protection of all families using the center. Sharing fobs could result in an unauthorized person being present in the center. Please do not open the door for people who ring the bell. A staff member will be with them shortly.

### **Arrival Information**

The c

on the playground, gym, etc). Children are not to be left in the hall or any unsupervised are. Children who are unable to stay with their parents without running away need to have their hand held at all times within the center and outside the center. The usages of cell phone is prohibited during drop off and pick up unless to upload information into procare.

We ask that you please turn off your vehicle while dropping and picking up your child unless it needs to idle in extreme heat or cold to maintain interior or engine temperatures. This will help to eliminate environmental pollutions





All current medical examination forms for staff and children are kept in a confidential file in the center and are not disclosed to unauthorized persons. Written permission for any disclosure is required. Authorized personal consists of administrators and teaching staff who have consent  
Anytime a child is seen by a doctor we ask that you either bring in a note clearing the child to return to care or have it faxed to us. We will need this information for the child to return to care so that we know they are not contagious.

Parents must provide the required medical documentation found in the registration packet. These forms must be updated annually. No child will be permitted into care for more than 14 days without current immunization records. If a physician determines that an immunization

ule must submit dates of appointments that are in progress. Any family who does not comply with the required immunizations within 14 days will be discontinued from care.

The c

---

1. Each child must have a medical examination by a physician or nurse practitioner before attending and every year thereafter. Please see the office personnel for a medical form.
2. The Medical exam assures the child:
  - a.







notified. The staff member will remain with the child until a parent, guardian, or emergency contact person picks up the child.

An incident report is issued for all injuries received by your child while at the center. This includes details surrounding the injury and how it was treated by staff.

## **HEALTH MANAGEMENT**

Universal blood and body fluids precautions are observed as follows:

- I. Disposable gloves are immediately available and worn whenever there is a possibility for contact with blood and body fluid including but not limited to:
  - A. Changing diapers.
  - B. Touching body fluids or blood.
  - C. Administering first aid for cuts or injuries when there is drainage of blood or body fluids.
  - D. Wiping surfaces stained with blood or body fluids.
  - E. Any situations where there is potential or actual contact with blood or body fluids (field trips, playground).
- II. Disposable gloves are discarded after each use.
- III. If blood or body fluid is touched accidentally, the exposed skin is thoroughly cleansed with soap and running water.
- IV. Clothes contaminated with blood or body fluids are placed in a plastic bag and sent home to be washed in a regular manner by the parent or guardian.
- V. Surfaces that have been blood stained are wiped with a germicidal solutions (bleach and water solution).
- VI. -being takes priority. A bleeding child is not denied care because gloves are not immediately available.

## **CLEANING AND DISINFECTING TOYS AND PLAY AREAS**

The Childcare Center is provided with cleaning services by the TC3 College. Cleaning is done at night so as not to disturb the daily routine. Staffs in the individual rooms clean classroom toys. A disinfectant of bleach and water is used as a universal cleaner. Tables, chairs, play equipment, and shelves are sterilized daily and when soiled.

Changing tables are cleaned after every use. Mats are cleaned weekly.

## **HANDWASHING POLICY**

Parents are encouraged to assist their child with hand washing at drop off and pick up. The hand washing policy is posted at every sink. It lists the instructions indicated below:

- Use soap and running water.
- Rub your hands vigorously.
- Wash all surfaces, including
  - Back of hands
  - Wrists
  - Between fingers
  - Under fingernails
- Rinse well.
- Dry hands with paper towel.
- Turn off the water using a paper towel, not your hands.









